



MAHENDRA COLLEGE OF ENGINEERING

Salem-Campus, Attur Main Road, Minnampalli, Salem -636 106.



MINUTES OF SIXTEENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Time: 10.00 am

Date: 28/12/2019

Venue: Board Room

Members Present:

S. No.	Name of the Member	Designation	Category
1	Dr. N.Malmurugan	Principal	Chairperson
2	Dr.C.T.Sivakumar	Executive Officer	Management Representative
3	Dr.N.Mohanasundararaju	Dean- Academics	IQAC Coordinator
4	Dr.S. Rajalaxmi	HoD- Bio-Medical	IQAC Member
5	Dr.V.Ponniyin Selvan	COE	Member
6	Dr.S.Balamurugan	HoD- Mechanical	Member
7	Dr.M.Suganthi	HoD-ECE	Member
8	Dr.H.Lilly Beaulah	HoD - CSE	Member
9	Prof. K.Prasad Babu	HoD- Civil	Member
10	Dr.S.M.Kamali	HoD -EEE	Member
11	Dr. R.Nandhakumar	HoD- Mechatronics	Member
12	Dr.T.Akila	HoD-IT	Member
13	Dr.N.Thirumoorthy	HoD-MCA	Member
14	Mr.S.Senthil Kumar	Administrative Officer	Administrative Staff
15	Er.Sivasubramanian	Velavar Constructions	Member from Industry
16	Mr.S.Sukumar	Project Lead L&T Infotech, Chennai	Member from Alumni
17	Mr.A.Abdul Aleem	Solvers India,Coimbatore	Employer
18	Mrs.J.Parveen Banu	Parent	Stake Holder
19	Mr.I.Raja	President, Minnampalli Panchayat,	Member from Local Community
20	Ms.Ajeetha Thasneem	IV yr ECE-Student	Student Member

I. Review of the Points discussed in the Previous Meeting

S.No.	Points Discussed	Action taken report
1.	<p>Plan of action for ongoing academic activities and co-curricular activities.</p> <ul style="list-style-type: none"> Schedule of the Internal Assessment Examination was discussed and finalized. Placement Training classes need to be scheduled at the beginning of every semester. In order to propagate uniformity in all academic activities, suggestion on appointment of coordinator for every work was insisted. 	<ul style="list-style-type: none"> Prepared the time table of the Internal Assessment Examinations for all the years. Coordinator for each academic and co-curricular activity has been fixed. Placement Training classes started at the beginning of semester for the eligible students.
2.	Review of R&D activities	<ul style="list-style-type: none"> Reviewed the Research papers publications by the staff members in the International Journals. Reviewed the research project proposals submitted to the various agencies.
3	<p>Review of MHRD IIC activities</p> <ul style="list-style-type: none"> IQAC approved the Activity Calendar suggested by the MHRD-IIC and instruct the IIC plan accordingly. 	Activities as per Quarter Plan II were conducted and the reports had been uploaded in the MHRD IIC web portal.
4	<p>Review of Academic Audit and action plan.</p> <ul style="list-style-type: none"> IQAC review the academic audit and advised the HODs to complete the corrective action within the weeks. 	Academic Audit was conducted and corrective measures were taken.

5.	<ul style="list-style-type: none"> Faculty members are instructed to register NPTEL on line courses compulsorily. 	All the faculty members are enrolled online courses conducted by NPTEL.
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2. Following Points were discussed and approved by the IQAC.

S.No.	Points Discussed	Action Plan	Responsibility
1	<ul style="list-style-type: none"> Academic Calendar for the Even semester 2019-20 were discussed and approved. Number and Modalities of Co-curricular activities to be organized were discussed and approved. 	<ul style="list-style-type: none"> Academic activities will be organized as per the Academic Calendar. Co-curricular activities for the Even semester will be organized by the respective departments as per the approved plan. 	IQAC Coordinator, All HODs
2	AICTE Approval and Anna University Affiliation Process	<ul style="list-style-type: none"> IQAC Coordinator informed that routine process of AICTE approval and Anna University affiliation process. Instructed the HODs to ensure the details to be submitted in time. Various committees formed to update progress and activities. 	All HODs
3	Enhancement of Academic Results	<ul style="list-style-type: none"> Principal discussed the strategy to be made for the improvement 	All HODs

		of results in the University Examinations and discussed action taken report on Lagging in any PO/CO attainment.	
4	R&D activities	<ul style="list-style-type: none"> Principal Discussed the quality improvement in the research activities and insisted for the Quality research publications in Scopus Indexd journals and patent filing through Research centers. Principal pointed out the scope of the consultancy work to be carried out by the various Departments. Discussed on amount of Financial assistance to the staff members for their R&D activities to attending conferences and research publications. 	IQAC Coordinator, All HODS
5	Review of various statutory committee action plans and action taken	IQAC approved the Minutes of meeting of various statutory committees such as Anti-ragging committee, Internal complaint committee, Appointment of Ombudsman for the Gireivance redressal committee . committee for SC/ST, vishaka committee, Purchase committee, Hostel Management committee, Training and placement	IQAC Coordinator , All HODs

6	Review of Best practices	Principal insisted to organize Alumni lecture series by each department and involve active participation in the village adoption scheme such as Unnat Bharat Abiyan.	All HODs
7	Any other matter of Interest	<ul style="list-style-type: none"> Principal appreciated the ISTE and NPTEL award winner by the faculty members. Planned Career guidance for the final year students. 	

The meeting ended with a vote of thanks to the Chairperson and members of IQAC and came to a close at 11.00 am.

N. Malmurugan
 IQAC Coordinator
 Meeting Attendance



M. M. M. M.
 IQAC Chairperson

Name of the Member	Signature	Name of the Member	Signature
Dr. N.Malmurugan	<i>N. Malmurugan</i>	Dr.T.Akila	<i>T. Akila</i> 28/12/2019
Dr. C.T.Sivakumar	<i>C.T. Sivakumar</i>	Dr.S.M.Kamali	<i>S.M. Kamali</i> 28/12/19
Dr.N.Mohanasundararaju	<i>N. Mohanasundararaju</i>	Dr. R.Nandhakumar	<i>R. Nandhakumar</i> 28/12/19
Dr.V.Ponniyin Selvan	<i>V. Ponniyin Selvan</i>	Dr.S. Rajalaxmi	<i>S. Rajalaxmi</i> 28/12/19
Dr.S.Balamurugan	<i>S. Balamurugan</i> 28/12/19	Mr.S.Senthi Kumar	<i>S. Senthi Kumar</i> 28/12/19
Dr.M.Suganthi	<i>M. Suganthi</i> 28/12/2019	Dr.N.Thirumoorthy	<i>N. Thirumoorthy</i> 28/12/19
Dr.H.Lilly Beaulah	<i>H. Lilly Beaulah</i> 28/12/19	Er.G.Sivasubramanian	<i>G. Sivasubramanian</i> 28/12/19
Prof. K.Prasad Babu	<i>K. Prasad Babu</i> 28/12/19	Mr.S.Sukumar	<i>S. Sukumar</i>
Mr.A.Abdul Aleem	<i>A. Abdul Aleem</i>	Mr.I.Raja	<i>I. Raja</i>
Mrs.J.Parveen Banu	<i>J. Parveen Banu</i>	Ms.Ajeetha Thasneem	<i>A. Thasneem</i> 28/12/19